



TOWN OF SAUGUS

HUMAN RESOURCES

298 CENTRAL STREET

SAUGUS, MASSACHUSETTS 01906

Telephone: (781) 231-4142 • Fax: (781) 231-5666

Job Posting

Civilian Dispatcher Public Safety Building

Applications are being accepted for a full-time Civilian Dispatcher at the Public Safety Building. Responsibilities include receiving calls on E-911 systems, determining appropriate level of response, and dispatching public safety personnel calmly and clearly to locations where corrective action is needed.

Responsibilities also include maintaining proper records of all communications, providing information and assistance to the general public, as well as various clerical and computer-related functions.

Applicants must be able to work well under pressure.

Prior training and experience is preferred.

Applications will be accepted through Friday, February 7, 2014

Please email applications/resumes to ktyler@saugus-ma.gov, or send to:

Town of Saugus
Human Resources
298 Central St.
Saugus, MA 01906

Starting Salary: \$33,541

Applications will be kept on file for a period of one year.

The Town of Saugus is an equal opportunity employer.

Federal Law forbids discrimination based on race, religion, sexual orientation, national origin, age, marital status, or disability.